

Educational Plan Subcommittee
East Los Angeles College
Minutes

Tuesday, December 18, 2007

Present: Karen Daar, Renee Martinez, Richard Moyer, Leonor Perez, Suzette Morales-Guerra, Daniel Ornelas, Gayane Godjoian, Alex Immerblum, Wendy Bass, Cathleen Rozadilla, Ran Gust, Jeff Hernandez, Linda Whitney, Paul Medina

Guests: Ryan Cornner, John Rude

- I. **Call to Order:** The meeting was called to order at 2:10 p.m.
- II. **Approval of November 20, 2007 Minutes:** *M/S/P (R. Gust/J. Hernandez)* to approve the minutes November 20, 2007 with minor changes to V-b.
- III. **ELAC-LATTC-WLAC Title V Grant:** J. Rude updated the EPSC both on the progress of the current Title V project and on the new grant jointly achieved by ELAC, LATTC, and WLAC. Much progress was reported on the first grant, including workshops on best techniques in the classroom for the 1.5 generation and best methods for integrating reading and writing into the curriculum. The second grant was designed to move the college forward with technology, and includes designing a portal for students and faculty in an effort to reduce technical phobias; developing a classroom management system for hybrid and web-enhanced classes, so to allow students to obtain an entire collegiate experience online (similar to "my.UCLA"); and creating e-Portfolios as a way of storing electronically represented samples of work to validate student completion of courses and programs needed for job applications and transfer (widely used in upper-level institutions and other community colleges.) The new grant permits the hiring of two new positions—a staff development coordinator devoted entirely to instructional academic support in the classroom management system, and a web designer associated with classroom support.
 - a. R. Martinez cautioned that the portal should be unique to ELAC and not duplicate what is already available through the District portal. She shared that LATTC currently has on its site a way for students to see how many are enrolled in a given course, and she would like to see a similar system at ELAC. She further suggested that all opportunities for Professional Development be communicated on Opening Day and by EPSC constituents.
 - b. K. Daar agreed that although the EPSC can act as a focal forum for communicating opportunities developed from the grants, the Academic Senate still needs to ensure that it regularly communicates the opportunities to the Professional Development Coordinator.
 - c. J. Hernandez stated that he perceives a disconnect between institutional planning and communicating grant activities to the general faculty. He

suggested for the college to develop mechanisms to link opportunities to develop entrepreneurship experience to departmental program goals.

d. L. Perez cautioned the college to ensure it integrates efforts from the various units on campus, as the college has a history of fragmentation. The college needs to determine which projects are priorities or merely resources, and create a direct connection among the priorities to the Educational Plan and the Grants Office.

e. J. Rude suggested for the EPSC to form a regular taskforce charged to integrate grants into educational planning requests.

- IV. **Distance Education Committee:** W. Bass distributed to the EPSC a proposed ELAC policy regarding scheduling online classes. Components of the policy include that all online classes be created at least 30 days before being offered; are approved by the Curriculum Committee before being scheduled; are advertised at least 30 days prior to the start of the class; have a named instructor assigned; and that all changes are reported to the online program director in a timely manner. W. Bass also distributed a proposed form for a faculty member to request using an alternative course management software system than ETUDES NG (in an effort to limit multiple platforms), and a proposed evaluation form for Distance Learning instructor certification. She emphasized the need to train more instructors to meet the demand for online classes. The EPSC recommended for the scheduling policy to be first circulated to the Chairs Council for commentary, and then back to the EPSC for approval.
- V. **SLO Committee/Request for Designated Researcher:** L. Perez informed the EPSC that a taskforce will visit Mt. SAC on January 15 to review how that college organizes the administrative, academic, staffing, and research tasks associated with SLO development and assessment.
- VI. **Revised Educational Plan:** L. Perez relayed to the EPSC comments from the college's first town hall meeting December 18th regarding the Educational Plan. Although attendance was minimal in comparison to the Town Hall held during last cycle's Educational Plan, she indicated that she believes that this is due to the campus now being more informed and involved in developing the current plan. Discussion ensued on the need for the college to commit to and identify specific programs within the plan, or instead refer only to more generalized allusions to certain programs. K. Daar expressed concern that if specific programs (which were identified and supported by faculty in the past) were not clearly listed in the plan, they would be forgotten and never implemented. L. Perez responded that although there are cases when a program should be expressively listed in the plan (so that the college is ensured to measure its effectiveness), it is possible that the college may wish to implement a particular strategy that may not directly apply to an existing program ("Supplemental Instruction" as an example.) In general, there were no objections to the Educational Plan; however, participants during the Town Hall meeting did express interest for the plan to include strategies to reach non-traditional, older members of the community.

- VII. **LACCD Educational Master Plan Content Guidelines:** K. Daar distributed to the EPSC the District’s proposed list of items to be included in each college’s educational plan. She asked the EPSC to review the list and forward to her any commentary.
- VIII. **Research Prioritization:** L. Perez informed the EPSC that applications were submitted for the Associate Dean of Research position. She indicated that, by February, a research prioritization list should be available.
- IX. **College Data:** Discussion postponed to the next EPSC meeting.
- X. **Student Success Committee:** Report postponed to the next EPSC meeting.
- XI. **District Non-Credit Taskforce Recommendations:** K. Daar distributed to the EPSC a list of recommendations from the non-credit taskforce for commentary. She informed the EPSC that certain recommendations will need to be reviewed by the Taskforce again (for example, the Systems Office will not permit approving one Certificate of Competency for multiple colleges.)
- XII. **Program Review and the Educational Plan:** The EPSC approved the following changes to the Educational Plan:
- 1.7A: Change “provide” to “expand”
 - 2.2A: Add “timeline for the electronic enforcement”
 - 2.6G: Delete
 - 2.7B: Add “improve assessment testing conditions to include accommodations of computerized and/or online assessment instruments.”
- XIII. **Definition of Retention/Enrollment Management:** Discussion postponed to the next EPSC meeting.
- XIV. **EPSC Faculty Co-Chair:** K. Daar informed the EPSC that after three years of serving as the EPSC faculty co- chair, she will be resigning from the position. A new faculty co-chair needs to be recruited by the Academic Senate.
- XV. **Items from the Floor:** None

Meeting adjourned 3:40 p.m.

Respectfully Submitted,

Melissa Rabago
Senior Office Assistant, Academic Affairs
and Karen Daar, EPSC Co-Chair